

1. Browse to
“<https://www.affsc.org/home.asp>”
2. Click on
Registration

Click here to access FIRST 1.0 Site
in order to register.

**Please view the next two slides
for registration instructions.**

Air Force Family Support Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.affsc.org/home.asp>

Air Force Family Support Center >>>

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Welcome



Log In

Username:

Password:

Login

FIRST



The FIRST Web System is now in Beta. All FIRST users must be registered and approved to use the system and add cases. You can register by [clicking here](#).

Need Answers?

Your Family Support Center is here to help you!

To find the Support Center at any base, download the Family Support Center Directory from our [Download Center](#).

Site Feedback

Have a comment or suggestion? Is something not working correctly? Let us know by using our [Site Feedback](#).

Announcements

Release of AFFSC Update

News

[Air Force announces Thrift Savings Plan open season](#)



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information.

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Home > Registration

Register

AFFSC Registration

Indicates required field (*)

User Information

User Name*

Password*

Your password must adhere to the following:

- At least 8 characters in length
- Contain upper and lowercase characters
- Contain numeric and non-numeric characters
- Contain at least one special character
- Cannot be the same as your username

Confirm Password*

First Name*

Last Name*

COM Phone*

DSN Phone

Email*

Access Level*

- ☐ Registered
- ☐ HQ Staff
- ☐ MAJCOM Manager
- ☐ Center Director
- ☐ Superintendent
- ☐ FIRST Administrator
- ☐ Community Readiness Consultant
- ☐ Office Support
- ☐ Community Readiness Technician
- ☐ FSC Readiness NCO
- ☐ Volunteer

Select a Base

CommunityID*

--Air Force HQ

Complete Registration

1. Enter a **USER Name**, i.e., john.smith

2. Enter a **password** based on criteria listed in shaded box under password field.

CAUTION: Do not provide anyone else your login ID or password. By doing so you are solely liable for any activity they perform under your login.

3. Self explanatory

4. You must input/have a ".mil" e-mail address, i.e., joe.smoe@randolph.af.mil at the employing FSC/base.

5. Select, as applicable, **Center Director, Community Readiness Consultant, FSC Readiness NCO, etc.** as your access level

6. Select **your Base** from pulldown box.

7. Click **Complete Registration** to submit request.

PREV NEXT

4. Upon approval of registration request, you will receive an e-mail message (usually within 24hrs) like the below example indicating that your user account has been approved, giving you the necessary rights and privileges to access FIRST 1.0.

From: AFFSC Site Administrator [<mailto:supportreed@defenseweb.com>]
Sent: Wednesday, February 04, 2004 12:50 PM
To: ***** Civ AFPC/DPPTF
Subject: AFFSC Site: User account approving result

Congratulations!

On 2/4/2004 you requested a user account with the <http://www.affsc.org/> Web site (AFFSC Site) with the following information:

Username: *****
Password: *****

Access Level: Center Director, Community Readiness Consultant

Your request has been approved and you have been granted all of the rights and privileges associated with your access level.

If you have any questions regarding this email, please send a message to site administration at reed@defenseweb.com. We will reply as soon as possible.

Cordially,

AFFSC Site Administration

END OF CBT

